



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: February 29, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement March 1, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Monday, March 14, 2016**. Applicants will not be accepted after that time and date.

NOTE: Applications will be accepted from qualified permanent DOT employees only. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Denise Hamilton or Jennifer Sunderland at 217/782-5594.

TM V

Contract Administration Section Chief
Bureau of Construction
Highways
Springfield

Attachments
40782

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Monday, March 14, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Applications will be accepted from qualified permanent DOT employees only. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Technical Manager V

Salary Range: \$6,020 - \$10,210

Position Title: Contract Administration Section Chief

Union Position: ☒ Yes ☐ No

Position Number: PW415-23-50-201-00-01

IPR#: 40782

Office/Central Bureau/District/Work Address:

Division of Highways/Bureau of Construction/2300 South Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for central administration of highway construction contracts. In addition, this position is responsible for administrative, budgetary, personnel, and other supportive services for the Bureau of Construction.

Special Qualifications:

The following criteria is desired:

- Knowledge, skill and mental development equivalent to completion of a master's degree in business, management, or public administration
- Seven years' experience in personnel and public or business administration with working knowledge of governmental operations, personnel procedures, and management techniques
- Ability to plan, organize, and execute administrative program requirements
- Ability to plan and direct the efforts of employees for efficient accomplishment of program objectives
- Ability to coordinate operational and policy aspects of major administrative program
- Ability to maintain harmonious relationships with employees, agency officials and the general public

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

***THIS POSITION IS COVERED UNDER THE REVOLVING DOOR (RDP) PROHIBITION POLICY.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	June 1, 2014	POSITION:	Contract Administration Section Chief
APPROVED BY:	<i>Tim Kell</i>	OFFICE/DIVISION:	Division of Highways/Bureau of Construction
CODE:	PW415-23-50-201-00-01	REPORTS TO:	Engineer of Construction

Position Purpose

This position is accountable for central administration of highway construction contracts. In addition, this position is responsible for administrative, budgetary, personnel, and other supportive services for the Bureau of Construction.

Dimensions

Personnel Supervised:	4 Direct; 15 Indirect
Operating Budget:	\$1.4 Million
Number of active contracts:	2,200
Number of annual contractor payments:	12,000
Annual payments to contractors:	\$1.2 Billion
Annual other agency collections:	\$50 Million

Nature and Scope

This position reports to the Engineer of Construction as do the Construction Operations Section Chief, the Prequalification Section Chief and a secretary. Reporting to this position are the accounting Manager, Contract Services Supervisor, Clerical Services Manager and the Construction Services Specialist.

This position is accountable for ensuring that highway construction contracts are administered in an efficient and timely manner and the essential administrative support functions are carried out. The incumbent plans and assigns work in the section and monitors overall progress. S/He formulates office policies, investigates and answers questions of policy, which arise in connection with contractors' payment estimates, change authorizations, and other office matters.

Challenges of this position include ensuring the smooth and efficient processing of payments to contractors amounting to over \$1.2 billion annually and developing and maintaining records to provide top management with the information needed to administer their offices. Continual pressures are imposed on the incumbent in formulating procedures in general and in particular for expediting progress payment estimates and final payments to contractors. Additional challenges are to personally administer the Default, Cancellation and Assignment of Contracts to ensure that departmental procedures are correctly followed. Research of contract problems, correspondence with district bureaus, the Bureau of Claims, Office of Chief Counsel, bonding companies and contractors must be done quickly and accurately to ensure projects are completed in a timely manner.

The incumbent performs special assignments for departmental executive-level management pertaining to contractor and payment information. S/He works closely with the districts, contracting industry and the Bureau of Information Processing to develop new major applications for sharing and processing information. Examples are Illinois Construction Records System (ICORS): Internet and Report 2 Web postings; and mainframe systems interfaces (BCM and FOA).

To accomplish accountabilities, the incumbent directs the work of the following:

Accounting Manager who, with a staff of seven, is responsible for all accounting functions including progress and final payments, other agency agreements and collections and deposits.

Contract Services Supervisor who, with a staff of one, is responsible for collecting and compiling detailed records on highway construction contracts and preparing reports. The unit coordinates the Contractor of the Year awards program and maintains the Equipment Ownership Expense Manual.

Clerical Services Manager who, with a staff of three, provides typing and filing support for the Administrative Section. Records are maintained on paper and microfilm on all active and historic construction projects.

Contract Services Technician who serves as the bureau computer specialist providing direct support to the districts for ICORS, the central bureau staff for the Contractor Payment System (BCM), and other applications. The position updates policy/procedure changes for the Construction Manual and performs special studies.

The incumbent has wide latitude to act independently in accomplishing these accountabilities and works closely with the bureau chief on sensitive and complex fiscal, administrative, budgetary and personnel matters. This position has authority for hiring, salary increase and training for staff. S/He has the authority and responsibility for making capital expenditures, purchases of supplies and services, working at all times within the rules and regulations of IDOT, CMS, the Comptroller and the FHWA.

Frequent internal contacts are with the Bureaus of Accounting and Auditing, Administrative and Facility Services, Local Roads and Streets, Design and Environment, Small Business Enterprises, Information Processing, Budget and Fiscal Management, and Materials and Physical Research; the Offices of Chief Counsel, Communications, Legislative Affairs, and the district bureaus. The frequency and purposes of these internal contacts vary from daily to occasionally but a working knowledge of departmental functions and responsible individuals is an absolute necessity. External contacts include the FHWA, Office of the Comptroller, contractors, banks who hold retainage deposits, surety representatives and creditors of contractors, suppliers of contractors, other state DOTs and other state agencies.

The effectiveness of this position is measured by the ability to provide timely and accurate service with the staff and budget provided.

Principal Accountabilities

1. Develops policies, procedures and controls to facilitate attainment of Bureau of accounting objectives.
2. Directs and coordinates activities of the Contract Administration Section in a timely ,accurate and cost-effective manner.
3. Maintains a system of accurate and timely records and reports to facilitate top management decision-making.
4. Provides services and assistance to the districts and contracting industry.
5. Trains, evaluates, and motivates staff to ensure a well-developed competent staff.

6. Conducts special assignments in a timely, accurate and cost-effective manner.
7. Administers Default, Cancellation and Assignment of Contracts to ensure speedy completion of projects.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.